

A short list of useful shortcuts in Acrobat

Document (review properties)

– Cmd/Cntrl + D

-- Can review:

File size; location; # pages

Security (print? copy? Page extract? Comment? Form fill?)

Initial view (and set to include bookmarks; very useful!!!)

Zoom in & out

– Cmd/Cntrl + Plus/Minus

– Hold spacebar and drag to move view to another area

– Cmd/Cntrl + left arrow key (to backup previous view)

Navigation

– Cmd/Cntrl + SHIFT + N to "go to [#] page"

– Cmd/Cntrl + Left Arrow to "go to previous view"

Page display

– Cmc/Cntl + 0 = "Fit Page"

– Cmd/Cntrl + 2 = "Fit Width" (try other numbers to see what they do)

Rotate

– SHIFT + Cmd/Cntrl + R to pull up dialogue box

– SHIFT _ Cmd/Cntrl + plus/minus to rotate all pages

Bookmarking

– Cmd/Cntrl + B

– OCR & Highlight then select

Commenting

– Cmd/Cntrl + 6

– Hit ESCAPE to quickly dismiss pop up after you insert text